Your roadmap to success

The following pages are provided to assist you with your career progression.

The career paths display possibilities and steps to take to enhance your upward progression.

Each vertical 'ladder' links to the Requirements page for the description of the job series. Just click on any of the job titles in a ladder to find out more about that series. From the Requirements page, you can link to the Education and Experience Qualifications page and the Recommended Training page by clicking on the links in the top right corner.

At any time, you can click the links in the top right corner to return to the GS 3-9 ladders, the GS 11-15 ladders, or your previous page.

For more on the series descriptions, go to http://www.opm.gov/fedclass

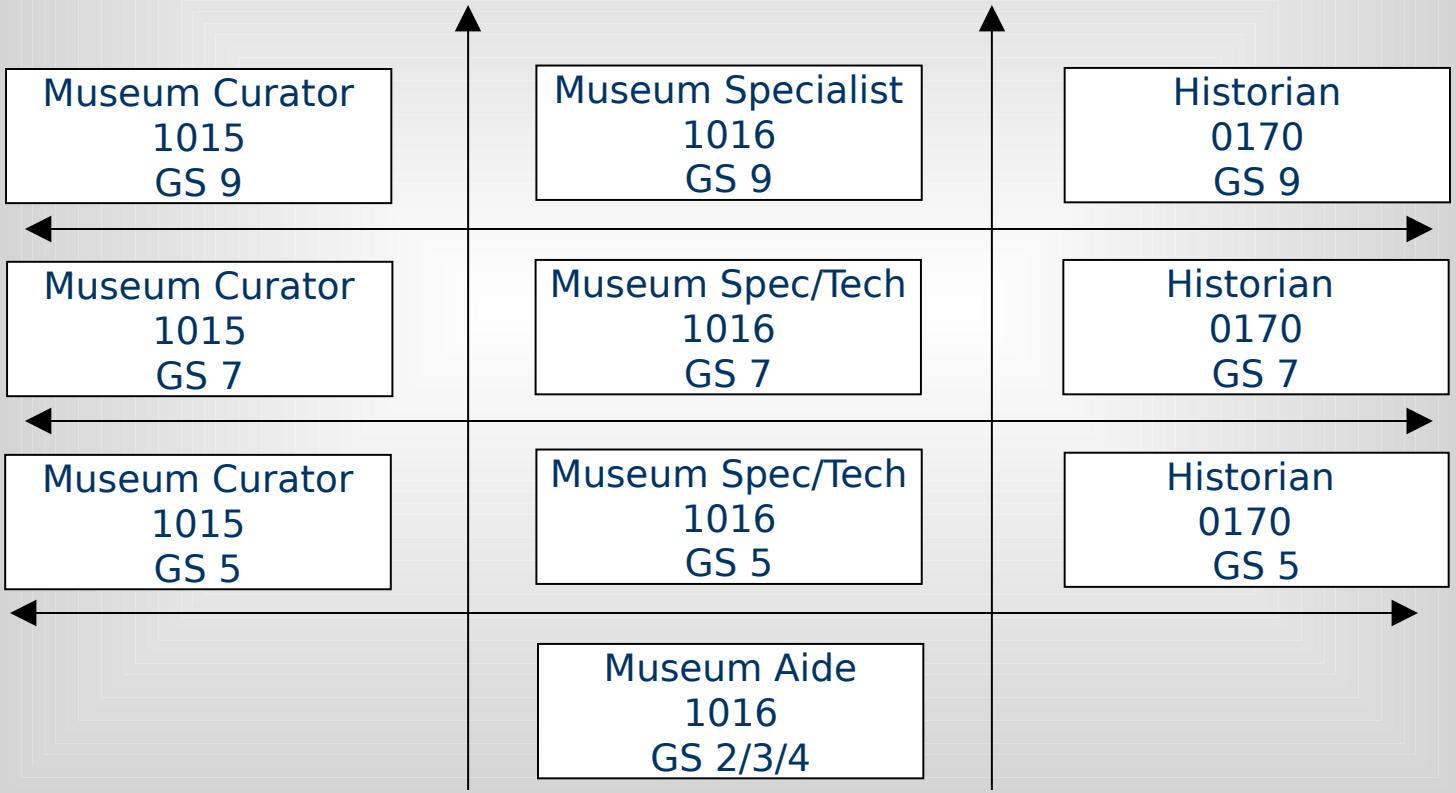
Civilian Community of Interest – Media and Public Relations

Collections Career Paths

You may move horizontally or vertically from one series to any other series, if you meet the job requirements. Click on a position that interests you to discover career possibilities, requirements, and qualifications.

***All information based on OPM Standards**

GS 11-15

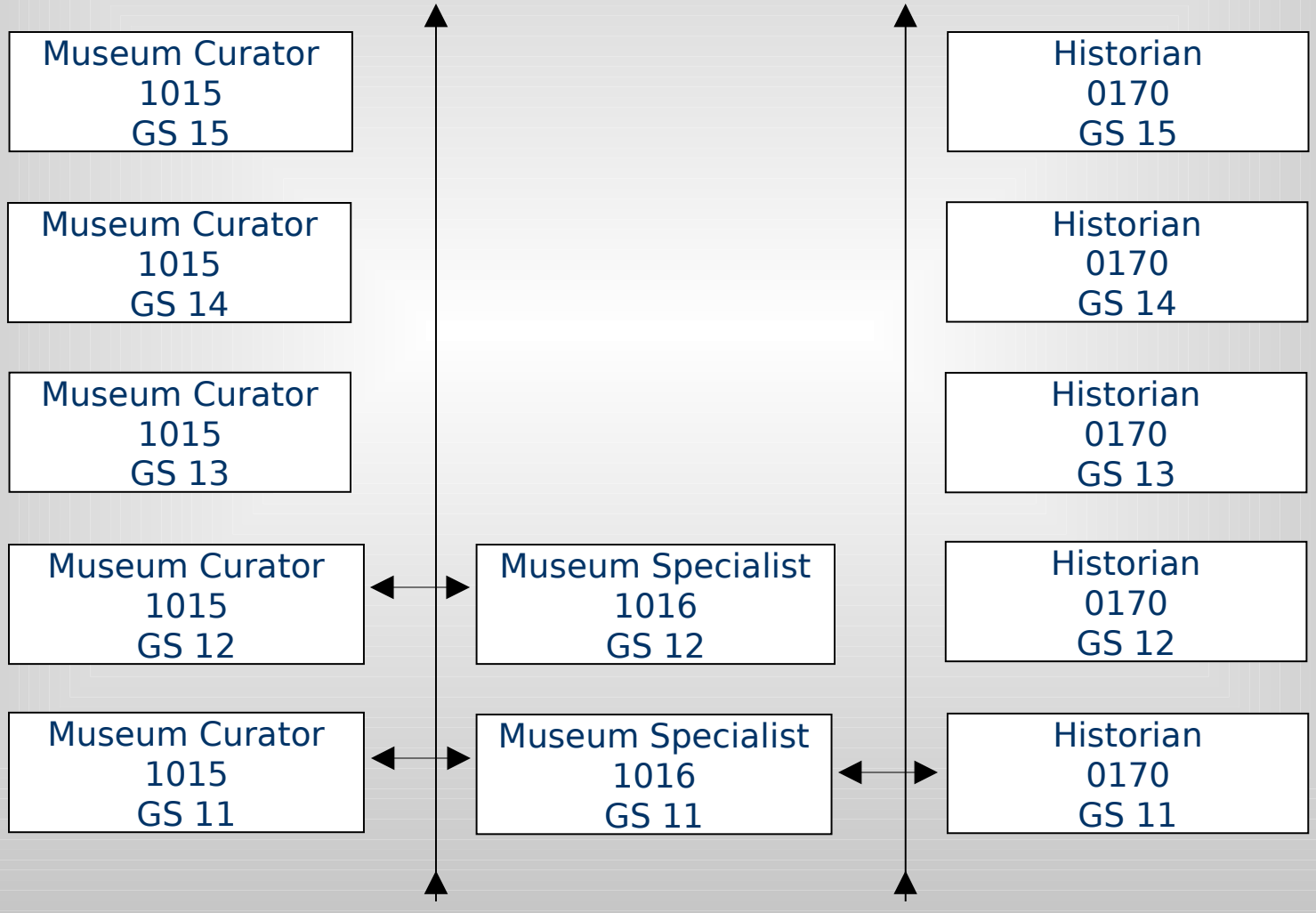


Civilian Community of Interest – Media and Public Relations

Click on a position that interests you to discover career possibilities, requirements, and qualifications.

*All information based on OPM Standards

GS 2-9



Civilian Community of Interest – Media and Public Relations

1015 Requirements

Titles:
-Supervisor Museum Curator
-Museum Curator

-Work includes the primary duties of which are to administer, supervise, or perform professional work related to research, collections and exhibits in Federal museums, when such work is not classifiable in other professional, scientific, or historical series.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 5-9)
-Knowledge of museum principles, practices, methods and techniques related to the collection, organization and presentation of exhibits.
-Ability to plan, coordinate and promote museum exhibitions and educational programs.
-Ability to conduct detailed research in order to collect, tabulate or summarize information from various sources to prepare bibliographies, draft responses to inquiries or obtain specific information.

Skill Level II (Grade Level 11-15)
In addition to Level I skills, positions at this level require:
-Extensive knowledge of museum administration, exhibition, research, and educational and public service concepts in order to meet short- and long-range program goals.
-Ability to plan and develop policies regarding large exhibitions and allocate resources and funds in support of multiple museum programs.
-Knowledge of the principles, methods, practices and techniques of communication to function as a technical authority on museum

Civilian Community of Interest – Media and Public Relations

1015 Education and Experience Qualifications

GS-5: Bachelor's degree in museum work or an applicable subject-matter field Combination of education and experience--courses equivalent to a major, plus appropriate experience or additional education four yrs of experience that provided knowledge comparable to that normally acquired through the successful completion of the 4-yr course of study.

GS-7: 1 full yr of graduate level education or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5.

GS-9: Master's or equivalent graduate degree or 2 full yrs of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11: Ph.D. or equivalent doctoral degree or 3 full yrs of progressively higher level graduate education leading to such a degree or LL.M., if related OR specialized experience of 1 yr equivalent to at least GS-9.

GS-12-15: Ph.D. or equivalent doctoral degree or 3 full yrs of progressively higher level graduate education leading to such a degree or LL.M., if related OR specialized experience of 1 yr equivalent to at least next lower grade level.

Undergraduate and Graduate Education:

A. Degree: museum work; or in an applicable subject-matter field.

OR

B. Combination of education and experience--courses equivalent to a major, as shown in A above, plus appropriate experience or additional education.

OR

C. Four years of experience that provided knowledge comparable to that normally acquired through the successful completion of the 4-yr course of study as shown in A above**.** Major study--journalism, business administration, English composition, commerce, accounting, printing or printing engineering, graphic or commercial art, industrial engineering, or economics.

Civilian Community of Interest – Media and Public Relations

1015 Education and Experience Qualifications

Combining Education and Experience: Determine total qualifying education as a percentage of the education required for the grade level; then determine the applicant's experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal
at least 100 percent to qualify an applicant for that grade level.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and
abilities to successfully perform the duties of the position. Specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Completion of graduate level education in the amounts shown in the table, in addition to meeting the basic requirements, is qualifying for positions at grades GS-7 through GS-11, and GS-12 research positions if it provided the knowledge, skills, and abilities necessary to do the work. One yr of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 yr of full-time study. If that number cannot be obtained from the school, 18 semester hours should be considered an academic year of graduate study. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Research Positions: Positions that primarily involve scientific inquiry or investigation, or research-type exploratory development of a creative or advanced scientific nature, where the knowledge required to perform the work successfully is typically and primarily acquired through graduate study (master's or equivalent degree for GS-11, Ph.D. or equivalent for GS-12). The work is such that the academic preparation will equip the applicant to perform the full range of professional work of the position after a short orientation period.

Qualification on the basis of education: Applicants for such research positions can be considered qualified for GS-11 if they possess an appropriate master's or equivalent graduate degree, and qualified

Previous
GS 3-9
GS 11-15
Requirements
Recommended Training
Continued

1015 Education and Experience Qualifications

Previous
GS 3-9
GS 11-15
Requirements
Recommended Training

Qualification on the basis of experience: Applicants who furnish positive evidence that they performed highly creative or outstanding research that has led or can lead to major advances in [illegible] area of research, to a major advance in the discipline or field of science involved, or to major advances in science in general, can be rated under this provision for highly demanding research positions requiring similar abilities. Under these circumstances, applicants can be rated eligible for the next higher grade level above that for which they would normally berated, provided they have not been rated eligible at the higher grade on the basis of meeting the graduate study requirements described in paragraph 1 above. To receive this rating, the work must have been creative in the sense that it developed a basic principle, product, concept, method, approach, or technique, or provided a body of basic information that opened the way for a major advance in the discipline or field of science involved, or to advances in science in general, by providing a method of solving other problems, opening areas of research, or providing the means of exploiting the application of science in a major area. Applicants cannot receive an "extra" grade for education, and an additional "extra" grade for appropriate experience.

Combination of Graduate Education and Professional Experience: Combinations of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate level education in excess of the amount required for the next lower grade level may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position (assuming that there is no evidence that the attended college or university requires more than 18 semester hours as equivalent to a year of graduate study).

Civilian Community of Interest – Media and Public Relations

1015 Recommended Training

Previous
GS 3-9
GS 11-15
Requirements
Qualifications

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Communications
Speech
Writing
English
U.S. History
Introduction to Historical Writing
World History Sequence
Research and Methodology
Investigative Research and Analysis
Interdisciplinary or Emerging Issues
Historical Research Methodology
Behavioral and Social Sciences
Arts and Humanities
Art/Graphics

PRIMARY COURSES (HARD SKILLS)

COURSES

Historical Project Planning and Development
Historical Research and Presentations Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Historical
Photography 1 & 2
Basic Communication Skills
Communicating for Results
Interpersonal Skills and Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Oral Interpretation
Strategies for Developing Effective Presentation Skills
Effective Writing
Grammar and Usage Workshop
Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Introduction to the Editing Process
Better Letters
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Reading Comprehension
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Clarifying Words that Confuse
Successful Meeting Planning
Projecting a Positive Professional Image
Effective Presentation Skills for Technical Professionals

Civilian Community of Interest – Media and Public Relations

1016 Requirements

Titles:
-Museum Specialist
-Museum Technician

-Work involves technical and specialized work in connection with the operation of public museums or the management of museum collections.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 2-5)

-Knowledge of routine procedures for handling museum collection material, records, storage and display methods and a practical knowledge of the classification system used in the collection.
-Knowledge of the particular subject matter specialization (e.g. geography, general science or biology, chemistry or physics, American or European history, archeology art, etc.)
-Knowledge of specialized subject pertaining to the collection where assigned.
-Knowledge of museum procedures, necessary techniques, required tools and materials, and the ability to use them.

Skill Level II (Grade Level 7-12)

In addition to Level I skills, positions at this level require:
-Extensive knowledge related to the specialization involved (I.e., the research methods related to the collection, the conservation techniques necessary to collection objects, the general scientific or historic knowledge represented in the museum, the procedures and methods used in the management of the collection or the operation of the museum.
-Knowledge (depending on the specialization) in the techniques of chemistry or physics, biology, cultural history, archeology or ethnology, geology, art, or any other field of learning.
-Ability to design complex museum collections using mastery of related the museum operating procedures.
-Ability to perform extensive research, develop bibliographies, and make presentations as the technical expert in the field.
-Ability to develop and operate a large educational program involving traveling exhibits, formal courses, lecturing services, etc., in a major museum.

Civilian Community of Interest – Media and Public Relations

1016 Education and Experience Qualifications

GS-2: High school graduation or equivalent OR general experience of 3 months.

GS-3: 1 yr above high school in any field of study OR general experience of 6 months.

GS-4: 2 yrs above high school with 6 semester hours of related courses OR general experience of 1 year.

GS-5-6: 4 yrs above high school leading to a bachelor's degree with major study or 24 semester hours of course work in a related field OR specialized experience of 1 equivalent to GS-4.

GS-7: 1 full academic year of related graduate level education or superior academic achievement OR specialized experience of 1 yr equivalent to at least GS-5/6.

GS-9: 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree related to the position OR specialized experience of 1 yr equivalent to at least GS-7.

GS-11-12: 2 full academic years of progressively higher level graduate education or master's or equivalent graduate degree related to the position OR specialized experience of 1 yr equivalent to at least next lower grade level in normal line of progression.

Undergraduate and Graduate Education: For GS-3 positions, education may have been in any field of study. For positions at GS-4 and above, related course work is required. Related fields of study include art, history, museum studies, scientific subjects, or other courses related to the position to be filled.

General Experience (for GS-4 and below): Experience using the tools, techniques, procedures, or methods related to the operation of a museum or similar collection, or to the handling, storage, care, protection, or record keeping of such a collection. Experience may have been gained in a museum, college or university, antique shop, commercial art gallery, or other setting involving work with collections of valuable objects or specimens requiring specialized care and handling.

Specialized Experience (for GS-5 and above): Experience related to the operation or management of a museum or similar collection of valuable objects

Civilian Community of Interest – Media and Public Relations

1016 Recommended Training

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Communications
Speech
Writing
English
U.S. History
Introduction to Historical Writing
World History Sequence
Research and Methodology
Investigative Research and Analysis
Interdisciplinary or Emerging Issues
Historical Research Methodology
Behavioral and Social Sciences
Arts and Humanities

~~COURSES~~
~~Art Graphics~~

Historical Project Planning and Development
Historical Research and Presentations Development
Problem Solving
Media Presentation and Display
Layout/Design with Adobe Illustrator Historical
Photography 1 & 2
Basic Communication Skills
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-Oriented Communication
Dynamic Listening Skills for Successful Communication
Oral Interpretation
Strategies for Developing Effective Presentation Skills
Effective Writing
Grammar and Usage Workshop
Principles and Practices

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge I
Gaining Confidence in Using English and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles and Practices
Introduction to the Editing Process
Better Letters
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Put it in Writing
Spelling
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
E-Mail Etiquette and Efficiency
Listening and Memory Development
Creative Problem Solving
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Stress Management
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Clarifying Words that Confuse
Successful Meeting Planning
Projecting a Positive Professional Image
Effective Presentation Skills for Technical Professionals

Previous
GS 3-9
GS 11-15
Requirements
Qualifications

Civilian Community of Interest – Media and Public Relations

0170 Requirements

Previous

GS 3-9

GS 11-15

Qualifications

Recommended Training

Title:
-Historian

-Work involves advising on, administering, supervising or performing research or other work in the field of history.
-Requires a professional knowledge of established methods and techniques of historical research in the collection, evaluation, analysis or presentation of historical facts.

Each job/position may have specific Knowledge, Skills, and Abilities (KSAs) that are required for that position. Listed below are general KSAs at different grade levels to give you an idea of the requirements for a job in this series:

Skill Level I (Grade Level 5-9)

-Knowledge of military history with a working knowledge of the history of the USMC.
-Knowledge of archival methods as they apply to historical records, and with the methodology and techniques of historical publications.
-Ability to conduct research and prepare and present findings and recommendations orally and in writing.
-Ability to describe basic military operations, training, personnel and logistical problems, and administrative developments.
-Ability to unearth historical information, test this information for accuracy, and interpret it properly.

Skill Level II (Grade Level 11-14)

In addition to Level I skills, positions at this level require:
-Knowledge of military history with an in-depth knowledge of the history of the USMC.

-Knowledge of archival methods as they apply to historical records, and with the methodology and techniques of historical publications.

-Knowledge of the principles, methods, practices, and techniques of communication to function as a technical authority on military history.

-Ability to develop written materials to convey information, interpretations and conclusions in fully documented special and current studies and in published works.
-Ability to describe complex military operations, training, personnel and logistical problems, and administrative developments.
-Ability to unearth historical information, test this information for accuracy, and interpret it properly.
-Ability to organize, and execute a large and complex research and writing project with a minimum of guidance.

Civilian Community of Interest – Media and Public Relations

0170 Education and Experience Qualifications

Previous

GS 3-9

GS 11-15

Requirements

Recommended Training

Continued

GS-5: 4-yr course of study leading to a bachelor's degree in history; or related field that included at least 18 semester hours in history, or combination of education and experience--courses equivalent to a major in history, or a major in a related field that included at least 18 semester hours in history, plus appropriate
experience or additional education.

GS-7: 1 yr of graduate-level education or superior academic achievement OR1yr of specialized experience
at GS-5 level.

GS-9: 2 yrs of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree OR specialized experience of 1 yr experience at least GS-7 level.

GS-11: 3 yrs of progressively higher level graduate education leading to a Ph.D. degree or Ph.D. or equivalent doctoral degree; Research position: Master's degree or equivalent degree OR 1 yr specialized experience of 1 yr at GS-9 level.

GS-12: None; Research position: Ph.D. or equivalent doctoral degree OR specialized experience of 1 yr at GS-11 level.

GS-13 or 14: None; Research position: Ph.D. or equivalent doctoral degree OR specialized experience of 1 yr a next lower grade level.

OR

Basic Requirements:

Degree: History; or related field that included at least 18 semester hours in history.

Combination of Education and Experience: Courses equivalent to a major in history, or a related field that included at least 18 semester hours in history, plus appropriate experience or additional education.

Civilian Community of Interest – Media and Public Relations

0170 Education and Experience Qualifications

Combining Education and Experience: When combining education with experience, first determine the applicant's total qualifying education as a percentage of the education required for the grade level; then determine the applicant's experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level. For example, an applicant for a GS-184, Sociology, position has successfully completed 60 undergraduate semester hours, including 24 semester hours in sociology, and, in addition, has 2 full-time yrs of appropriate experience that demonstrates that the applicant possesses the necessary analytical and communication skills. The applicant would qualify for GS-5, since the 60 semester hours (the equivalent of 2 yrs of undergraduate education, or 50 percent of the total requirement) were supplemented by 2 additional yrs of appropriate experience that provided the remaining 50 percent of the total required education and experience.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 yr of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Successful completion of graduate level education in addition to meeting the basic requirements, is qualifying for positions at grades GS-7 through GS-11, and GS-12 research positions if it provided the knowledge, skills, and abilities necessary to do the work. One yr of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 yr of full-time study. If that number cannot be obtained from the school, 18 semester hours should be considered an academic year of graduate study. Part-time graduate education is creditable in accordance with its relationship to a yr of full-time study at the school attended.

Civilian Community of Interest – Media and Public Relations

0170 Education and Experience Qualifications

Research Positions: Positions that primarily involve scientific inquiry or investigation, or rese ype exploratory development of a creative or advanced scientific nature, where the knowledge requ o perform the work successfully is typically and primarily acquired through graduate study (master's or equivalent degree for GS-11, Ph.D. or equivalent for GS-12). The work is such that the academic preparation will equip the applicant to perform the full range of professional work of the posi after a short orientation period.

Qualification on the Basis of Education: Applicants for such research positions can be considered qualified for GS-11 if they possess an appropriate master's or equivalent graduate degree, and qualified for GS-12 if they possess a Ph.D. or equivalent doctoral degree.

Qualification on the Basis of Experience: Verifiable evidence of successful highly creative performance of outstanding research that has led or can lead to major advances in a specific area of research, to a major advance in the discipline or field of science involved, or to major advances in science in general, can be rated under this provision for highly demanding research positions requiring similar abilities. Under these circumstances, applicants can be rated eligible for the next higher grade level above that for which they would normally be rated, provided they have not been rated eligible at this higher grade on the basis of meeting the graduate study requirements described in paragraph 1 above. To receive this rating, the work must have been creative in the sense that it developed a basic principle, product, concept, method, approach, or technique, or provided a body of basic information that opened the way for a major advance in the discipline or field of science involved, or to advances in science in general, by providing a method of solving other problems, opening areas of research, or providing the means of exploiting the application of science in a major area.

Combination of Graduate Education and Professional Experience: Combinations of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate level education in excess of the amount required for the next lower grade level may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position (assuming that there is no evidence that the attended college or university requires more than 18 semester hours as equivalent to a yr of graduate

Civilian Community of Interest – Media and Public Relations

0170 Recommended Training

Previous
GS 3-9
GS 11-15
Requirements
Qualifications

PRIMARY COURSES (HARD SKILLS)

COLLEGE COURSES

Communications
Speech
Writing
English
U.S. History
Introduction to Historical Writing
World History Sequence
Geographic Distribution
Interdisciplinary or Emerging Issues
Historical Research Methodology
Behavioral and Social Sciences
Arts and Humanities
Government and Politics

COURSES

Historical Project Planning and Development
Historical Research and Presentations Development
Problem Solving
Historical
Basic Communication Skills
Communicating for Results
Interpersonal Skills
Interpersonal Communications
Building Better Work Relationships: New Techniques For Results-oriented Communication
Dynamic Listening Skills for Successful Communication
Strategies for Developing Effective Presentation Skills
Effective Writing
Grammar and Usage Workshop
Proofreading
Introduction to the Editing Process
Intermediate Editing: Principles and Practices
Editing for Impact

SUPPLEMENTAL COURSES (SOFT SKILLS)

Effective Writing for Professionals
Expansion of Vocabulary Knowledge
Gaining Confidence in Using English
and Grammar I
Legal Writing
Writing for Government and Business
Writing Sentences and Paragraphs Effectively
Clarifying Words that Confuse
Report Writing
Intermediate Editing: Principles
Stress Management
Reading Comprehension
Fundamentals of Writing
Punctuate for Clarity
Creative Problem Solving
Better Letters
Assertiveness Skills
Constructive Conflict Resolution
Effective Communication with Customers
Introduction to the Editing Process
E-Mail Etiquette and Efficiency
Listening and Memory Development
Customer Service Excellence
Leadership Skills for Non-Supervisors
Managing Multiple Priorities
Time Management: What Matters Most
Frontline Customer Service
Positive Approaches to Difficult People
Put it in Writing
Spelling
Think Critically – Write Clearly
Expansion of Vocabulary Knowledge I
Idioms in Everyday Use
Clarifying Words that Confuse
Successful Meeting Planning
Projecting a Positive Professional Image